

## **ARTICLE 23**

### **PROFESSIONAL DEVELOPMENT**

- 23.1 Professional development may include:
- a. the CSU employee fee waiver program; and/or
  - b. training directly of benefit to the campus as approved by the President; and/or
  - c. training to satisfy Medical Board of California (MBC) requirements for Continuing Medical Education, which may include home study courses.
- 23.2 The President shall determine what costs, if any, shall be borne by the campus in connection with approved professional development activities, and what costs, if any, shall be borne by the campus in connection with payment or reimbursement of Physicians' medical license fees.
- 23.3 An employee eligible for professional development, per 23.1 above, shall request approval to participate in professional development activities in accordance with campus procedures and Provisions 23.11 through 23.14 below.
- 23.4 The President may approve participation in professional development activities by eligible full-time employees of up to eight (80) hours per fiscal year. Any requests shall be considered pursuant to provision 23.11 and shall not be unreasonably denied. Any denials shall be documented in writing and normally provided within five (5) business days of the request. Employees working less than full-time or in pay status less than a full fiscal year shall be eligible for a pro rata share of professional development time. Campus policies regarding professional development shall be consistent with this article.
- 23.5 In cases where a total of eighty (80) hours participation in professional development activity is not utilized in a fiscal year, approval may be granted to carry forward up to eight (8) hours of unused time from the prior fiscal year for a maximum of eighty-eight (88) hours in the following fiscal year.
- 23.6 Up to sixteen (16) hours per fiscal year, from those hours provided in 23.4 or 23.5 above, may be used by a physician for library time. Such library time shall be arranged in advance by mutual agreement with the appropriate administrator. Library time shall be used to conduct research that benefits both the physician and the University. The purpose of library time is for the physician to remain current on medical knowledge and practice directly applicable to their duties in the Student Health Center.

- 23.7 After five (5) years of continuous service, a full-time employee shall be eligible for an additional one-time-only eight (8) hours of professional development time. Upon written request to the Director/Administrator, an eligible employee shall be granted the additional time subject to 23.11 - 23.15 below.
- 23.8 The additional one-time-only eight (8) hours of professional development in 23.7 above shall be used during the sixth year of service or forfeited by the employee if not used.
- 23.9 After ten (10) years of continuous service, a full-time employee shall be eligible for an additional one-time-only sixteen (16) hours of professional development time. Upon written request to the Director/Administrator, an employee shall be granted the additional time subject to 23.11 - 23.15 below.
- 23.10 The additional one-time-only sixteen (16) hours of professional development time in 23.9 above shall be used during the eleventh year of service or forfeited by the employee if not used.
- 23.11 Approval for participation in professional development programs and activities shall be based on the following considerations:
- a. staffing needs of the Student Health Center;
  - b. reasonable expectation that the employee's work performance or value to the campus will be enhanced as a result of their participation in the course of study; and
  - c. MBC requirements for Continuing Medical Education
- 23.12 The request for approval to attend professional development activities must be made by the employee at least thirty (30) days prior to their anticipated absence. Upon an employee's specific written request, the CSU's response to a request for approval to attend professional development activities shall normally be provided in 5 business days, subject to the operational needs of the Health Center. When authorized to do so by the appropriate administrator, an employee may attend professional development activities with less than thirty (30) days notice.
- 23.13 The CSU may require evidence of satisfactory completion of approved professional development activities.
- 23.14 Only time spent in professional development activities during scheduled work hours shall be counted as worktime. The CSU may authorize the usage of professional development time for travel to professional development activities, whether or not such professional development activities occur during the employee's work week.

## Employee Fee Waiver

- 23.15 The appropriate administrator shall approve requests from all full-time employees and part-time permanent employees for enrollment in the CSU fee waiver program subject to the provisions of this Article.
- 23.16 A maximum of two (2) courses or six (6) units, whichever is greater, per semester/quarter may be taken on the fee waiver program, provided that the CSU admission requirements shall be met, waived, or are non-applicable. Courses taken on the fee waiver program shall be taken for credit. Fee waiver courses include undergraduate, graduate, credential, online and summer term courses if they are state-supported. Courses in self-support programs are not covered by the fee waiver program. A participating Unit 1 employee enrolled in a doctorate program shall be eligible for a partial fee waiver equivalent to the part-time Graduate Tuition Fee, and shall be responsible for paying the difference between the applicable Doctoral Fee and the part-time Graduate Tuition Fee.
- 23.17 Fee waiver courses shall be job-related or part of an approved Career Development Plan. The course of study for a Career Development Plan will be established by the employee and an appropriate advisor of choice and shall be subject to approval by the appropriate administrator in the Human Resources Office. The CSU admission requirements shall be met or waived for an approved Career Development Plan. The CSU admission requirements shall not apply for job-related courses.
- 23.18 Subject to conditions listed in a. and b. below, an employee shall be granted reasonable release time for one (1) on-campus course per semester/quarter.
- a. The course shall be job-related or shall be part of an approved Career Development Plan.
  - b. The operational needs of the department are met as determined by the appropriate administrator.
- 23.19 Employees on a leave of absence who otherwise are eligible to request a fee waiver may request fee waiver for enrollment in more than two (2) courses per semester/quarter.
- 23.20 In order for an employee to continue participation in this program, normal academic standards shall be maintained.
- 23.21 A record of completed courses may be placed in the employee's official personnel file.
- 23.22 The term "fee waiver" as used in this Article means a program that waives or reduces fees for employees as listed below:

The following fees shall be fully waived:

- Application Fee
- Health Services Fee
- Identification Card Fee (if mandatory)
- Instructionally Related Activity Fee
- State University Tuition Fee

The following fees shall be reduced to one dollar (\$1):

- Associated Student Body Fee
- University Union Fee
- Health Facilities Fee

- 23.23 Employees taking courses in addition to the CSU fee waiver courses shall pay any difference between the amount waived and the full State University Tuition Fee.
- 23.24 Participation in the fee waiver program shall entitle an employee to instructional services but not to student services.
- 23.25 An employee who qualifies for admission to a campus in accordance with established CSU standards and criteria shall be admitted, except that fees may be waived pursuant to this Article. An employee who does not qualify for regular admission may be admitted pursuant to the authority of the President, except that fees may be waived pursuant to this Article.

#### Dependent Fee Waiver

- 23.26 Employees eligible for participation in the CSU fee waiver program as defined in Provision 23.15 may transfer their existing fee waiver benefit entitlement to only one person at a time who is a spouse, registered domestic partner, or dependent child up to age 23, subject to the following conditions:
- a. The courses are taken by a spouse, registered domestic partner, or dependent child who is matriculated toward a degree and the courses are for credit toward the degree's requirements; and
  - b. This fee waiver benefit does not apply to out-of-state tuition, or courses in self-support programs; and

- c. Participation by an eligible employee's spouse, dependent child, or registered domestic partner is subject to each CSU campus' standard admission and registration policies and procedures.

23.27 The following fees shall be fully waived for a spouse, dependent child, or registered domestic partner of the employee:

- Application Fee
- Identification Card Fee (if mandatory)
- State University Tuition Fee for the courses taken in the fee waiver program

A participating spouse, registered domestic partner, or dependent enrolled in a doctorate program shall be eligible for a partial fee waiver equivalent to the part-time Graduate Tuition Fee, and shall be responsible for paying the difference between the applicable Doctoral Fee and the part-time Graduate Tuition Fee.

23.28 All other fees shall be paid at the regular rates by a spouse, dependent child, or registered domestic partner of the employee.

23.29 A spouse, dependent child, or registered domestic partner of the employee shall be entitled to student services in addition to instructional services.